



CITY OF LONG BEACH
DEPARTMENT OF LIBRARY SERVICES
EMPLOYMENT OPPORTUNITY
DEPARTMENT LIBRARIAN
MAIN LIBRARY SERVICES BUREAU
\$32.013 - \$43.553 per hour

THE POSITION

The Department of Library Services has an immediate opportunity for a full-time Department Librarian II position. The selected candidate will work under the direction of the Manager of Main Library Services overseeing activities and providing leadership for the Main Library Collection Services Department, which coordinates, plans and directs the Long Beach Public Library's program of collection development for all formats of resources for adults.

EXAMPLES OF DUTIES

- Oversees the Main Library facility, including day-to-day operations, facilitating general building maintenance and responding to emergencies;
- Oversees the library's Special Collections
- Oversees reference service points at Main Library
- Plans, assigns, supervises and evaluates the work of librarians and support staff;
- Trains and develops staff;
- Develops and maintains the collection for relevancy and currency, selects books and other library materials for purchase;
- Performs reference work using all information sources, including integrated library system, electronic databases and the internet;
- Identifies and recommends trends and new developments in library services;
- Plans, develops, coordinates, provides and assists with programming, special events and activities;
- Participates in community outreach and community presentations;
- Prepares regular and special statistical and narrative reports;
- Monitors office supply and materials budgets;
- Provides positive, high quality customer service to a multiage, multicultural, multiethnic population;
- Performs other related duties as required.

APPLICATION PROCESS

Eligible candidates should submit a resume and cover letter no later than 4:30 PM (Pacific Time) on Friday, July 15, 2016. To apply for this opportunity, please submit via e-mail to:

LibraryRecruitment@lbpl.org

Include the recruitment code *Department Librarian II* in the subject line of your e-mail. Qualified candidates will be invited to participate in further selection procedures.

MINIMUM REQUIREMENTS

- Open to current Department Librarians within the Long Beach Public Library and those on the Civil Service List;
- 3 years supervisory experience;
- Experience developing and managing collections for a public library;
- Strong written, oral, and interpersonal communication skills;
- Excellent organization and multi-tasking skills;
- Ability to communicate effectively with adults, teens and children from diverse ethnic, cultural and socioeconomic backgrounds;
- Ability to exercise best practices and techniques for budgeting, employee supervision, communication and team building;
- Ability to work, adapt and supervise in a changing library environment;
- Must be available to work weekends and evening;

DESIRABLE QUALITIES

- Bilingual in English and Spanish
- Experience working with archives and/or historical collections

**AN EQUAL OPPORTUNITY
EMPLOYER, THE DEPARTMENT OF
PUBLIC WORKS VALUES AND
ENCOURAGES DIVERSITY IN ITS
WORKFORCE.**

If you require an accommodation because of a disability to participate in any phase of the selection process or require an alternate format, please call (562) 570-6110.